

Approved For Release 2005/05/24 : CIA-RDP80B01495R000100060003-5

Family Day  
Briefings

Given in the auditorium at  
0930 and 1130  
Saturday, 2 December 1972  
Saturday, 6 January 1973

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FAMILY DAY

Good morning Ladies & Gentlemen & Young People

Introduce myself

Welcome you on behalf of Director of Central Intel

Program--Today--

-I will say a few words

-Show a film

-Visit various parts of building and view exhibits

Purpose of Family Day--

-To give members of family of our employees some idea of what the Agency does.

-To provide some background for your understanding of how your family member fits into the Organization.

Program is in its third year--

-Reflects a mature attitude toward security.

. Although we must keep secret what needs to be secret much about the Agency does not need to be kept secret

. We have come to feel that the families of our employees should know as much about the Agency as can be told on an unclassified basis.

This is a more mature attitude about security than when I first joined the Agency 20 years ago--charge account.

-Now our employees should identify their place of employment in normal business and social contacts.

-Also reflects an effort to dispell false rumors and folklore about CIA.

Other steps the Agency has taken to inform the Public--

-Director's speech to the American Society of Newspaper Editors on role of intelligence in a Democratic Society.. copies available.

-We encourage our people to participate in prof. and academic societies, to attend meetings and identify place of employment.

-Brookings program on USG operations--30 businessmen 10 times a year--out for lunch and 2-hour discussion.

-Similar program for acad groups coming to Wash.

-Accept invitations to talk on campuses on substantive topics and role and function of CIA.

Organization of the Agency

- At top--Helms, Walters--Colby is Executive Director
- 4 Operating Components called Directorates--
  - .Duckett--S&T; Coffey--Support; Karamessines--Clandestine Service; I--Intelligence.

Intel Directorate's major job is provide President and other top policy makers on the National Security Council with the intelligence they need to formulate and implement National Security Policy--foreign affairs, economic and military policy.

- Includes Current Intelligence, Estimates of the future, and Basic Intelligence.
- Subjects: Political, Economic, Military, Geographic, and Biographic

Directorate has other responsibilities --

- Collection of information from unclassified sources
- Library-type function for storage and retrieval of info
- Finally, for photointerpretation

Each function is important and all of your family members have an important role in the overall process. I want to take this opportunity to thank you wives, husbands, mothers and fathers and children for putting up with the long hours some of your family members work and for the phone calls which, in some cases, come at odd hours.

-I hope this program will give you some understanding of why it is important that we are alert at all times and invite your continued patience in this matter.

The FILM you are going to see is based primarily on the activities of the Intelligence Directorate.

- All the people in the film are Agency employees except the narrator, who is a TV actor.
- Film is now 3 years old and some of the people are no longer with us--RJSmith by me; Godfrey by Lehman; Ed Allen by Ernst.

After the film you are free to visit various parts of the Building and view the exhibits.

Each employee is responsible for escorting his family.

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8 November 1972

MEMORANDUM FOR: Administrative Officer, Kathy

SUBJECT : Administrative Notes No. 164

1. Plans have been completed for the Family Visitation Program to be held at 9:30 a.m. and 11:30 a.m. on 2 December 1972 and 6 January 1973. The program itself will be conducted as follows:

<u>Location</u>	<u>Events</u>
Auditorium	Introductory Remarks by DDI
Auditorium	Film "Need to Know"
Headquarters Bldg.	Tour
Cafeteria (North)	Lunch
Employee's Office	Tour (as approved by Office Director)

After introductory remarks by the DDI, employees who have seen the film "Need to Know" can be excused to begin their tour.

2. The following areas in the Headquarters Building will be open for all visitations:

- Library
- Corridor displays (1st floor)
- Auditorium
- Communications Center
- OCS Computer Center
- Credit Union
- EAA Store (no sales)
- Rendezvous Room (no meal service)
- Cafeterias (dining in North Cafeteria only)
- Office of Medical Services (Rm 1-D-40)

3. Because of the numbers involved, two programs (beginning at 0930 and 1130 hours) each Saturday will be undertaken. The schedule for the programs will be as follows:

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<u>Date</u>	<u>Office</u>	<u>Attendance</u>	<u>Time</u>
2 December 1972	IAS	110	0930
2 December 1972	OBGI	93	0930
2 December 1972	NPIC	392	0930
2 December 1972	NPIC	595	1130
6 January 1973	CRS	340	0930
6 January 1973	O/DDI	99	0930
6 January 1973	OER	176	0930
6 January 1973	DCS	36	1130
6 January 1973	OCI	242	1130
6 January 1973	OSR	207	1130
6 January 1973	FBIS	90	1130

It is requested that each office reconfirm with [ ] by 10 November 1972 the total number of employees attending the 2 December 1972 ceremony in the auditorium. By 22 December 1972, please reconfirm with [ ] the total number of employees attending the 6 January 1973 ceremony in the auditorium.

#### 4. Purpose

To give the families of employees an opportunity to see the headquarters and other selected buildings in the metropolitan area. Also, to explain the role of the Agency in the national security structure.

#### 5. Guests

Eligible guests are limited to employees, including contract employees and detailees from other agencies and the

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military services, currently assigned in the metropolitan area, and witting members of their immediate families as follows: spouse, mature and responsible children, mother, father, and other close relatives living with the employee.

#### 6. Cover

Employees with cover considerations should be advised to consider carefully the impact on their cover of family visits to Headquarters. It must be an employee responsibility to determine if his personal cover situation warrants the risk of exposure to dependents of other employees.

#### 7. Buildings

The following buildings will be open, as appropriate, for the visitation:

Headquarters  
Chamber of Commerce  
Ames  
Key  
Magazine

#### 8. Entrance to Hqs. and Parking

Gate #3 (George Washington Parkway Entrance) will be opened from 0930 - 1330 hours on these days. Gate #1 (Route 123) will be opened all day as usual. The employee will show his badge to the guard at either gate and then proceed to the North Parking area. (Staff employees should carry their staff badges and NPIC detailees should carry their NPIC badges.) The employee may park in any space available in the North Parking area except the reserved spaces. The employees should be instructed to go directly from the parking area to the auditorium where they will be welcomed by the DDI

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9. Security


The employee will show his badge to the guard at the auditorium entrance and will vouch for any accompanying member(s) of his family who will not be badged. The employee will escort and be responsible for his family during the entire visit.

10. General Information

Signs will be posted directing visitors to the cafeteria, Office of Computer Services, Library, etc. Should anyone require medical assistance, they should be directed to the dispensary, Room 1D-4012, Hqs. Bldg, ext.  a doctor will be on duty.

STAT

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Chief, Administrative Staff  
O/DDI

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